



City of Riverside, California
Personnel Policy and Procedure Manual

Approved:

Human Resources Director

City Manager

Number: I-2 Effective Date: 09/01

SUBJECT: RECRUITMENT

PURPOSE:

To provide a fair and equitable system to ensure that applicants (both internal and external) are made aware of current and/or future vacancies within City government.

POLICY:

The City shall make every effort to provide the means by which interested and qualified applicants shall be made aware of vacancies within City government. This process shall occur without regard to race, religion, color, national origin, ancestry, age, disability, medical condition, marital status, sex or sexual orientation. Recruitments shall be carried out in accordance with merit principles.

The Human Resources Department shall administer and coordinate the recruitment process and shall contact the requesting department for assistance, as appropriate. An announcement (bulletin) shall be published and distributed for each vacancy (either promotional or open, as defined in Requesting Personnel, Policy I-1) and shall specify pertinent data such as compensation, a brief description of the essential job functions or duties of the position, the minimum and/or special requirements, and any recruiting deadlines.

The City of Riverside recruitments shall be posted in the Human Resources lobby, on the website, and on the Human Resources Jobline. Other means of communicating the opening to the public may be used, such as the use of local and national newspaper advertising, professional or trade journal advertising, local and regional association newsletters, special mailing lists, and/or personalized letters. All advertising shall state that the City is an "Equal Opportunity Employer."

Completed applications must be received by the Human Resources Department no later than the time and date indicated on the job bulletin. A facsimile (FAX) of the application will be accepted provided that the original application is mailed and postmarked no later than the final filing date. Applicants submitting a facsimile will not receive further consideration in the recruitment process if the original application is not received by the Human Resources Department within 10 days from the final filing date.

Each department shall assist the Human Resources Department by developing and maintaining recruitment sources in accordance with State and Federal guidelines.

The following "Advertising Guidelines" will be utilized for cost savings purposes. The guidelines may vary by the specific recruitment needs of each department taking into account such variables as uniqueness of position, equal employment opportunity, and past recruitment history:

1. All Los Angeles Times, out of standard advertising sources, and out-of-state publications advertising will be the financial responsibility of the recruiting department.
2. Advertisements in the Orange County Register will be no longer than 25 lines and must be for professional and managerial positions with labor markets that are typically outside the Riverside area. The advertising will be the financial responsibility of the recruiting department.
3. All local labor market advertisement will be done in the Press-Enterprise utilizing multiple position block ads.
4. Where possible, professional newsletters, trade journals, websites and community publications may be used where the cost is borne by the recruiting department.

PROCEDURE:

Responsibility	Action
Human Resources Department	<ol style="list-style-type: none">1. Reviews previous recruitments for the position and any instructions for recruiting that may have been included on a P-1 (Personnel Requisition Form 131-1).2. Contacts requesting department to develop additional information and to review announcements prior to distribution.3. Develops an examination plan for the recruitment and reviews with department.4. Reviews advertising plan to ensure appropriate levels of outreach efforts consistent with State and Federal guidelines.5. Reviews the procedures in the recruitment process to ensure compliance with all equal employment opportunity laws and the goals of the City.6. Prepares a job announcement bulletin and advertisement(s) which briefly describes the essential job functions or duties of the position and indicates the minimum requirements, the compensation, and the final filing date (if applicable).

Department

7. Reviews and approves wording of announcement and advertisement and provides recruitment sources as appropriate.

Human Resources Department

8. Determines scope of advertising and places ads with sources.
9. Distributes job announcement bulletin to recruitment sources as appropriate.
10. Receives and processes applications through the final filing date (close of business day).